

**STATE DRIVING BUSINESSES LICENSURE BOARD**

**Bureau of Occupational Licenses**

**700 West State Street, P.O. Box 83720**

**Boise, ID 83720-0063**

**Board Meeting Minutes of 1/6/2020**

**BOARD MEMBERS PRESENT:** C Randal Willie - Chair  
Jared Hugh Haustveit  
Theresa A Bradford  
Robert M Fenn

**BOARD MEMBERS ABSENT:** Faith Todd

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Nicholas Crema, General Counsel  
Rob McQuade, Legal Counsel  
Pam Rebolo, Board Specialist

**OTHERS PRESENT:** Dr. Sharon Fritz, Health and Welfare  
Tomi Hawkins, Hawkins Driver Education  
Cameron Stevens, Applicant

The meeting was called to order at 9:10 AM MST by C Randal Willie.

**APPROVAL OF MINUTES**

Ms. Bradford made a motion to approve the minutes of 9/9/19 and 10/18/19. It was seconded by Mr. Fenn. Motion carried.

**BUREAU BUSINESS**

**LEGISLATIVE REPORT**

Ms. Packer stated that the dues from the Department of Education were processed to the Board. Ms. Packer explained that the amount was significantly greater than previous payments due to the multiple school districts not reporting their driver education reimbursements in a timely manner and missing the fiscal year deadline of June 30, 2019.

Ms. Packer also stated that the Board will be reviewing Rule 225.07 (c) and Rule 250.08 (b) during the full rule review process at the end of the 2020 legislative session.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$118,310.09 as of 1/6/20.

## **TO DO LIST**

The Board reviewed the To Do List and no action was taken.

## **BOARD BUSINESS**

### **CONTINUING EDUCATION CREDITS FOR SUICIDE PREVENTION WORKSHOPS**

Ms. Packer introduced Dr. Sharon Fritz from the Department of Health and Welfare who gave a presentation regarding demographics of suicide rates within the state of Idaho. She stated workshops in mental health first aid would teach licensees how to identify and respond to issues related to mental health. Ms. Bradford made a motion to approve continuing education credits for workshops relating to mental health issues and suicide prevention. It was seconded by Mr. Fenn. Motion carried.

### **CURRICULUM REVIEW PROCESS**

The Board discussed the current process for reviewing online curriculum from out-of-state providers. Mr. Crema stated that the current process is out of compliance with Rule 225.08. The rule states that it is the business that should apply for use of a new curriculum versus the vendor presenting the curriculum to the Board for approval. Ms. Bradford made a motion to establish a subcommittee with Mr. Haustveit and Mr. Fenn so that they can work with Bureau staff to review Rule 225.08 and suggest modifications or changes bring back to the Board for review.

## **EXECUTIVE SESSION**

Ms. Bradford made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to consider documents relating to the fitness of an applicant to be granted a license or registration. It was seconded by Mr. Fenn. The vote was: Ms. Bradford, aye; Mr. Fenn, aye; Mr. Haustveit, aye; and Mr. Willie, aye. Motion carried.

Ms. Bradford made a motion to come out of executive session. It was seconded by Mr. Fenn. Motion carried.

## **APPLICATIONS**

Ms. Bradford made a motion to approve the following for a permit:

HIATT, Haddy

DBIA 679

It was seconded by Mr. Haustveit. Motion carried. Mr. Fenn was recused.

### **EXECUTIVE SESSION**

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Ms. Bradford made a motion to come out of executive session. It was seconded by Mr. Fenn. Motion carried.

Ms. Bradford made a motion to approve Hawkins Driver Education's request to use the following curriculum:

Teach Safe Online Course

It was seconded by Mr. Fenn. Motion carried.

Ms. Bradford made a motion to table the following pending receipt of additional information:

901171111

It was seconded by Mr. Fenn. Motion carried.

Ms. Bradford made a motion to approve Treasure Valley Driving School to use the following curriculum after Board chair review:

Jim-S-School

It was seconded by Mr. Haustveit. Motion carried.

**NEXT MEETING** was scheduled for April 10 at 10:00 AM MDT.

### **ADJOURNMENT**

Ms. Bradford made a motion to adjourn the meeting at 11:50 AM MST. It was seconded by Mr. Fenn. Motion carried.

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C Randal Willie, Chair

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Jared Hugh Haustveit

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Theresa A Bradford

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Robert M Fenn

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Faith Todd

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Kelley Packer, Bureau Chief